



《職業退休計劃條例》  
OCCUPATIONAL RETIREMENT SCHEMES ORDINANCE

更改註冊計劃或獲豁免計劃有關僱主的通知  
(有關更改是在不涉及替換的情況下因有關僱主參加或退出該計劃所致)

NOTICE OF CHANGE OF RELEVANT EMPLOYER OF A  
REGISTERED OR EXEMPTED SCHEME UPON A  
RELEVANT EMPLOYER JOINING OR WITHDRAWING FROM THE  
SCHEME WHEN NO REPLACEMENT IS INVOLVED

(根據《職業退休計劃條例》第 10(1)(e)或 21A(1)條)

(Under Section 10(1)(e) or 21A(1) of  
The Occupational Retirement Schemes Ordinance)

[如有關更改是因有關僱主被替換(包括被計劃的現任有關僱主替換)所致,本表格並不適用,此類更改應使用表格 ORS-6 作出通知。]

[This form should not be used for notification of the change of relevant employer involving replacement by succeeding relevant employer(s), which includes the situation where the succeeding relevant employer(s) is/are existing relevant employer(s) of the scheme. Form ORS-6 should be used in such case instead.]

注意 1

本通知須按照上列相關法例條文的規定作出,當中所載的任何個人資料將用於此目的,以及在本表格最後部分的「收集個人資料聲明」所述的其他目的。任何有關人士如沒有提供所需資料,或提供虛假資料,可根據《職業退休計劃條例》的相關條文被檢控。

Notice 1

This notice is required under the relevant statutory provisions stated above, and any personal data contained herein will be used for such purpose and other purposes stated in the Personal Information Collection Statement at the end of the form. Any relevant person who fails to supply the required information or provides false information shall be liable to prosecution under the relevant provisions of the Occupational Retirement Schemes Ordinance.

注意 2

郵資不足的郵件處理:強制性公積金計劃管理局(積金局)不會接收經香港郵政投寄但郵資不足的郵件,有關郵件會由香港郵政根據回郵地址退回寄件人或按其程序予以銷毀。為免郵件未能成功派遞,請確保寄往積金局的郵件已支付足夠郵資。

Notice 2

Mail items with insufficient postage: The Mandatory Provident Fund Schemes Authority (the MPFA) will not accept any underpaid mail delivered via the Hongkong Post which will return the mail item to the sender if there is a return address or dispose of the item in accordance with its procedures. To avoid unsuccessful delivery of your mail, please ensure your mail items addressed to the MPFA carry sufficient postage before posting to us.

致: 香港觀塘巧明街 98 號  
The Millennity 1 座 12 樓  
職業退休計劃註冊處處長(處長)

TO: The Registrar of Occupational Retirement Schemes (the Registrar)  
Level 12, Tower 1, The Millennity  
98 How Ming Street, Kwun Tong, Hong Kong

- (1) 《職業退休計劃條例》(《條例》)第 67 條(有關集團計劃)適用的計劃的名稱,或在本表格申報的有關僱主參加後成為集團計劃的計劃的名稱:  
Name of the scheme to which section 67 (regarding a group scheme) of the Occupational Retirement Schemes Ordinance (the Ordinance) applies OR the scheme which became a group scheme consequent upon the joining of the relevant employer reported under this form:



(英文) : \_\_\_\_\_  
(in English): \_\_\_\_\_ (該計劃) (the Scheme)

(中文, 如有) : \_\_\_\_\_  
(in Chinese, if any): \_\_\_\_\_

(2) 該計劃的註冊/豁免\*編號: \_\_\_\_\_  
*Registration/Exemption\* no. of the Scheme:*

(3) 該計劃有關僱主的更改是由於(請在以下適當的方格內填上「✓」號) :  
Indicate whether the change of the relevant employer of the Scheme arises from (please tick the relevant box below):

有關僱主及其僱員參加該計劃  
a relevant employer joining the Scheme together with his employees

有關僱主及其僱員退出該計劃  
a relevant employer withdrawing from the Scheme together with his employees

(4) 我們現就該計劃, 根據《條例》第10(1)(e)條(有關獲豁免計劃)/第21A(1)條(有關註冊計劃)\*, 通知處長該計劃有關僱主的更改, 詳情如下:  
In relation to the Scheme, and pursuant to *section 10(1)(e) (regarding an exempted scheme) / section 21A(1) (regarding a registered scheme)\** of the Ordinance, we hereby notify the Registrar of the change of the relevant employer of the Scheme with details as follows:

(a) 參加/退出該計劃的有關僱主的詳情:  
The particulars of the relevant employer *joining / withdrawing* from the Scheme:

(i) 姓名/名稱(英文): \_\_\_\_\_  
Name (in English): \_\_\_\_\_

姓名/名稱(中文): \_\_\_\_\_  
Name (in Chinese): \_\_\_\_\_

(ii) 請在以下適當的方格內填上「✓」號(見說明1) :  
Please tick the appropriate box below (see note 1):

香港註冊辦事處(只適用於參加該計劃的僱主, 請提供公司註冊證明書及商業登記證副本)  
*Registered office in Hong Kong (for employer joining the Scheme only, please provide copy of Certificate of Incorporation and Business Registration Certificate)*

香港主要營業地點(只適用於參加該計劃的僱主, 請提供註冊證明書及商業登記證副本)  
*Principal place of business in Hong Kong (for employer joining the Scheme only, please provide copy of Certificate of Registration and Business Registration Certificate)*

營業地址(只適用於參加該計劃的僱主, 請提供商業登記證副本)  
*Business address (for employer joining the Scheme only, please provide copy of Business Registration Certificate)*



地址（英文）：

Address (in English):

室 Flat/Room	樓層 Floor	座 Block	大廈 Name of building
街／道號碼 Street no.		街／道 Name of street	
區／市／省 Name of district/city/province		區域字頭／郵遞區號 Area code/Postal code	
國家／地區 Name of region/country			

(iii) 電話號碼：\_\_\_\_\_ 傳真號碼：\_\_\_\_\_  
Telephone no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_

(iv) 電郵地址：\_\_\_\_\_  
Email address: \_\_\_\_\_

(v) 香港商業登記號碼（如有）：\_\_\_\_\_  
Business registration no. in Hong Kong, if any: \_\_\_\_\_

(b) 上述有關僱主參加／退出\*該計劃的生效日期： 

--	--	--	--	--	--

  
The effective date of the above relevant employer  
*joining / withdrawing\** from the Scheme: 日 Day 月 Month 年 Year

(5) 參加／退出該計劃的情況及理由（請在以下適當的方格內填上「✓」號）：  
The circumstances of and reasons for *joining / withdrawal* from the Scheme are (please tick the appropriate box(es) below):

參加 Joining

- 在公司集團內成立符合《條例》第 67 條（有關集團計劃）所指明關係規定的新公司，並參加該計劃成為有關僱主。  
new company satisfying the relationship requirement specified in section 67 (regarding a group scheme) of the Ordinance was set up within the grouping of companies and joined the Scheme as a relevant employer.
- 以往沒有參加該計劃，並符合《條例》第 67 條（有關集團計劃）所指明關係規定的現有公司，參加該計劃成為有關僱主。  
existing company satisfying the relationship requirement specified in section 67 (regarding a group scheme) of the Ordinance, previously not participating in the Scheme, joined the Scheme as a relevant employer.
- 其他，請註明 \_\_\_\_\_  
Others, please specify \_\_\_\_\_



退出 Withdrawal

- 退出該計劃的有關僱主不再有任何僱員參加該計劃。  
the relevant employer withdrawing from the Scheme no longer has any employee participating in the Scheme.
- 退出該計劃的有關僱主的業務已經結束。  
the business of the relevant employer withdrawing from the Scheme was closed.
- 退出該計劃的有關僱主不再符合《條例》第 67 條（有關集團計劃）所指明的關係規定。  
the relevant employer withdrawing from the Scheme no longer satisfies the relationship requirement specified in section 67 (regarding a group scheme) of the Ordinance.
- 其他，請註明 \_\_\_\_\_  
others, please specify \_\_\_\_\_

- (6) 適用於受信託所管限的計劃：  
For a scheme governed by trust:

- (a) 該計劃有多少名受託人？  
How many trustees are there in relation to the Scheme? 

--	--
- (b) 更改有關僱主後，有多少名受託人是《條例》第 25 條意指的非僱主受託人？  
How many of the trustees are non-employer trustees (within the meaning of section 25 of the Ordinance) after the change of the relevant employer?  
(如沒有，請填寫 0)  
(insert 0 if there is none) 

--	--

- (7) 僅適用於參加該計劃的有關僱主：  
For a relevant employer joining the Scheme only:

我們現夾附一份按照《條例》第 67 條（有關集團計劃）提名該計劃僱主代表的授權書的副本。  
We attach herewith a copy of the power of attorney nominating the representative employer of the Scheme in accordance with section 67 (regarding a group scheme) of the Ordinance.

[注意：授權書應視乎情況按照《職業退休計劃(文件認證及證明)規則》(第 426A 章) (第 426A 章) 第 2(4) 及／或 3 條所提述的方式認證或證明。]

[N.B. Authentication or certification of the power of attorney should be in the manner as provided in section 2(4) and/or 3 (as appropriate) of the Occupational Retirement Schemes (Authentication and Certification of Documents) Rules (Cap 426A) (Cap 426A).]

- (8) 僅供退出該計劃的有關僱主填寫：  
**For completion by a relevant employer withdrawing from the Scheme only:**

提供為以下事宜所作安排的詳情：  
Give details of the arrangements for:

- (a) 將退出的有關僱主所僱用的成員的權益及該計劃的對應的資產，轉移至另一註冊計劃或獲豁免計劃，如受影響的成員是在香港以外受僱，則轉移至另一在香港以外地方的計劃；  
the transfer of the rights of the members who are employed by the withdrawing relevant employer and corresponding assets of the Scheme to another registered or exempted scheme or, where the affected members are employed outside Hong Kong, to a scheme outside Hong Kong;



- 將會／已經\*轉移至強制性公積金計劃  
Will be / Have been\* transferred to an Mandatory Provident Fund Scheme
- 將會／已經\*轉移至另一註冊／獲豁免\*計劃，編號為 R／E\* \_\_\_\_\_ ( )  
Will be / Have been\* transferred to another registered / exempted scheme with registration/exemption\* number R / E\* \_\_\_\_\_ ( )
- 轉移至在同一計劃內的其他僱主  
Remain in same Scheme but under different employer
- 由於僱主退出時已沒有僱員，所有利益已經支付  
The benefits have been paid out as there are no employee under the employer at the time of withdrawal
- 轉移至另一在香港以外地方的計劃  
Transferred to a scheme outside Hong Kong
- 其他，請註明 \_\_\_\_\_  
Other, please specify

[ 注意：如資產尚未轉移或支付，請註明。 ]  
[N.B. If the asset has not yet been transferred or paid out, please specify.]

- (b) 將該計劃適用於退出的有關僱主的部分有條不紊地清盤。  
the orderly winding up of that part of the Scheme that applies to the withdrawing relevant employer.

\_\_\_\_\_  
\_\_\_\_\_

- (9) 我們聲明已閱畢「收集個人資料聲明」，並明白我們在向處長提供個人資料方面的權利及義務，以及處長可使用或處理這些資料的方式。  
We declare that we have read the Personal Information Collection Statement and understand our rights and obligations in relation to the supply of personal data to the Registrar and the manner in which the Registrar may use or deal with the data.

我們現要求處長根據《條例》在職業退休計劃註冊紀錄冊內記錄上文申報的更改。  
We hereby request the Registrar to record the above reported change in the Register of Occupational Retirement Schemes under the Ordinance.

參加／退出\*該計劃的有關僱主的簽署及公司蓋章 : \_\_\_\_\_  
Signature and company chop of the relevant employer  
joining / withdrawing\* from the Scheme

獲授權簽署人姓名 (英文) : \_\_\_\_\_  
Name of authorized signatory (in English)

稱銜或職級 : \_\_\_\_\_  
Title or position

日期 : \_\_\_\_\_  
Date

- \* 請刪去不適用者。  
\* Delete whichever is inappropriate.



說明  
Notes

1. 視乎下述情況而定，在本通知表格所提供有關僱主的地址應為：  
The address of the relevant employer to be given in this notice should be:
  - (i) 如該僱主屬在香港成立的公司，則為該公司在香港的註冊辦事處；  
in case the employer is a company which is incorporated in Hong Kong, the company's registered office in Hong Kong;
  - (ii) 如該僱主屬根據（《公司條例》（第 622 章）所界定的）《前身條例》第 XI 部或《公司條例》（第 622 章）第 16 部適用的非香港公司，則為該公司在香港的主要營業地點；  
in case the employer is a non-Hong Kong company to which Part XI of the predecessor Ordinance (as defined in the Companies Ordinance (Cap 622)) or Part 16 of the Companies Ordinance (Cap 622) applies, the principal place of business of the company in Hong Kong;
  - (iii) 如該僱主屬不是公司的法團（不論在香港或其他地方成為法團或以其他形式設立），或屬於不是法團的團體，則為該法團或團體進行業務的地址；或  
in case the employer is a body corporate other than a company (whether incorporated or otherwise established in Hong Kong or elsewhere), or an unincorporated body of persons, the address at which the body carries on business; or
  - (iv) 如屬其他情況，則為營業地址。  
in any other case, the business address.
2. 提交本表格時，須附上：  
This form should be accompanied by:
  - (i) 訂明費用（《職業退休計劃（更改通知）規則》（第 426J 章）（第 426J 章）第 4(2)(b)條）（現時未有收費）；  
prescribed fee (section 4(2)(b) of Occupational Retirement Schemes (Notices of Changes) Rules (Cap 426J) (Cap 426J)) (currently is nil);
  - (ii) 授權書（如適用）的經認證及／或證明的副本（第 426J 章第 4(2)(e)條、第 426A 章第 3 條和附表 2）。  
authenticated and/or certified copy of power of attorney (if applicable) (section 4(2)(e) of Cap 426J, section 3 and schedule 2 of Cap 426A).





強制性公積金計劃管理局  
MANDATORY PROVIDENT FUND SCHEMES AUTHORITY

收集個人資料聲明  
PERSONAL INFORMATION COLLECTION STATEMENT (PICS)

強制性公積金計劃管理局（積金局）根據《個人資料（私隱）條例》（第 486 章）（《私隱條例》）編訂本收集個人資料聲明。請細閱本聲明，當中載述在你的個人資料（定義見《私隱條例》）方面，你的權利及義務，以及積金局可就下列指明目的而收集、使用或處理你的個人資料的方式。

This PICS is made by the Mandatory Provident Fund Schemes Authority (the MPFA) in accordance with the Personal Data (Privacy) Ordinance (Cap 486) (PDPO). You are advised to read this PICS carefully as it sets out your rights and obligations in relation to your personal data (as defined in the PDPO) and the manner in which the MPFA may collect, use or deal with your personal data for the purposes specified below.

**收集個人資料的目的和個人資料的使用**  
**Purpose of Collection and Use**

1. 積金局將會就以下一個或多個目的，使用並持有在根據《職業退休計劃條例》（第 426 章）（《條例》）第 10(1)(e)或 21A(1)條作出的本項更改註冊計劃或獲豁免計劃有關僱主的通知（有關更改是在不涉及替換的情況下因有關僱主參加或退出該計劃所致）中提供（或用以支持本項通知）的個人資料：

The personal data provided in (or in support of) this Notice of Change of Relevant Employer of a Registered or Exempted Scheme Upon a Relevant Employer Joining or Withdrawing from the Scheme When No Replacement is Involved required under section 10(1)(e) or 21A(1) of the Occupational Retirement Schemes Ordinance (Cap 426) (the Ordinance) will be used and held by the MPFA for one or more of the following purposes:

- (i) 根據《條例》行使及執行積金局的職能，包括但不限於行使及執行與《條例》第 10(1)(e)或 21A(1)條有關的職能，處理更改註冊計劃或獲豁免計劃有關僱主的通知（有關更改是在不涉及替換的情況下因有關僱主參加或退出該計劃所致）；  
exercising and performing the MPFA's functions pursuant to the Ordinance, including, but not limited to, exercising and performing functions related to section 10(1)(e) or 21A(1) of the Ordinance of processing the notice of change of relevant employer of a registered or exempted scheme upon a relevant employer joining or withdrawing from the scheme when no replacement is involved;
- (ii) 考慮任何其他根據《強制性公積金計劃條例》（第 485 章）（《強積金條例》）及《條例》提出而與你有關的申請／通知；  
considering any other application(s) / notice(s) made under the Mandatory Provident Fund Schemes Ordinance (Cap 485) (the MPFSO) and the Ordinance which is related to you;
- (iii) 設立和保存公開紀錄冊，當中載有僱主、投資經理、指定人士及計劃管理人的名稱或姓名等資料；  
establishing and maintaining public registers which will contain particulars including the name of employer, investment manager, designated person and scheme administrator;



- (iv) 確保《強積金條例》及《條例》得以遵行；  
ensuring compliance with the MPFSO and the Ordinance;
  - (v) 使積金局及其他規管機構／執法機構／政府部門能夠執行在《強積金條例》及《條例》或其各自規管體系下的職能，或協助上述各方執行該等職能，包括但不限於監察、監視、巡查、調查、採取監管及／或執法行動，以及／或進行任何法律、紀律處分或上訴程序，惟積金局如藉此使上述各方能夠或協助上述各方執行以上職能，須符合《強積金條例》或《條例》的規定；  
enabling or assisting the MPFA and other regulatory bodies/law enforcement agencies/government departments to perform functions under the MPFSO and the Ordinance or their respective regimes including without limitation monitoring, surveillance, inspection, investigation, taking supervisory and/or enforcement actions, and/or conducting any legal, disciplinary or appeal proceedings, provided that such enablement or assistance by the MPFA is subjected to the MPFSO or the Ordinance;
  - (vi) 研究及統計的目的；及  
research and statistical purposes; and
  - (vii) 法律所容許或規定的其他目的。  
other purposes as permitted or required by law.
2. 你必須按本項通知及積金局處理你的通知時的要求提供你的個人資料。如你未能按要求提供所需的個人資料，積金局可能會拒絕受理你的通知，而在某些情況下，或會妨礙積金局執行其職能。  
It is obligatory for you to supply your personal data as requested in this notice and in processing your notice. Failure to supply the requested personal data may result in refusal of your notice by the MPFA, and, in some circumstances, hindering the MPFA from performing its function.

### **轉移個人資料**

#### **Transfer of Personal Data**

3. 積金局或會為上文第 1 段所述的其中一個或多個目的或任何直接有關的目的，或按照法庭命令或按照法律或根據法律作出的要求，向包括下列機構在內的第三者披露或轉移積金局所持有關於你的個人資料：
- (i) 行政長官；
  - (ii) 財政司司長；
  - (iii) 律政司司長；
  - (iv) 保險業監管局；
  - (v) 香港金融管理局；
  - (vi) 證券及期貨事務監察委員會；
  - (vii) 稅務局局長；
  - (viii) 根據《破產條例》（第 6 章）委任的破產管理署署長；
  - (ix) 根據（《公司（清盤及雜項條文）條例》（第 32 章）所界定的）《修訂前的本條例》或《公司（清盤及雜項條文）條例》（第 32 章）委任的清盤人；





- (x) 個人資料私隱專員；
- (xi) 申訴專員；
- (xii) 公司註冊處處長；
- (xiii) 積金易平台有限公司；
- (xiv) 電子強積金系統<sup>1</sup>的系統營運者；
- (xv) 根據《會計及財務匯報局條例》（第 588 章）設立的會計及財務匯報局；
- (xvi) 香港警務處；
- (xvii) 任何相關的法庭、小組、審裁處及委員會；及
- (xviii) 為施行《強積金條例》或《條例》，在香港或香港以外地方的其他執法機構、政府部門、規管機構、法團、組織或個人。

The MPFA may disclose or transfer your personal data held by the MPFA to third parties including the bodies listed below for one or more of the purposes mentioned in paragraph 1 above or any directly related purposes, or in accordance with an order of a court or in accordance with a law or a requirement made under a law.

- (i) the Chief Executive;
- (ii) the Financial Secretary;
- (iii) the Secretary for Justice;
- (iv) the Insurance Authority;
- (v) the Hong Kong Monetary Authority;
- (vi) the Securities and Futures Commission;
- (vii) the Commissioner of Inland Revenue;
- (viii) the Official Receiver appointed under the Bankruptcy Ordinance (Cap 6);
- (ix) a liquidator appointed under the pre-amended Ordinance (as defined in the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap 32)) or the Companies (Winding Up and Miscellaneous Provisions) Ordinance (Cap 32);
- (x) the Privacy Commissioner for Personal Data;
- (xi) the Ombudsman;
- (xii) the Registrar of Companies;
- (xiii) the eMPF Platform Company Limited;
- (xiv) the system operator of an electronic MPF system<sup>1</sup>;
- (xv) the Accounting and Financial Reporting Council established under the Accounting and Financial Reporting Council Ordinance (Cap 588);
- (xvi) the Hong Kong Police Force;
- (xvii) any relevant courts, panels, tribunals and committees; and
- (xviii) other law enforcement agencies, government departments, regulatory bodies, corporations, organizations or individuals in Hong Kong or in a place outside Hong Kong for the purposes of the MPFSO or the Ordinance.

---

<sup>1</sup> 電子強積金系統指根據《強積金條例》第 19I(1)條指定的電子系統。

Electronic MPF system means an electronic system designated under section 19I(1) of the MPFSO.



## 公開紀錄冊

### Public Registers

4. 根據《強積金條例》及《條例》的相關條文，積金局必須設立和保存一份獲強積金豁免的職業退休計劃紀錄冊，以及一份根據《條例》註冊或獲豁免註冊的職業退休計劃註冊紀錄冊，該等紀錄冊須載有指明資料（包括個人資料）。法律規定，積金局必須讓公眾查閱該等紀錄冊。設立紀錄冊旨在使公眾人士能確定某個職業退休計劃是否獲豁免遵守強積金規定，以及某個職業退休計劃是否已根據《條例》註冊或獲豁免註冊，並讓他們獲取有關該職業退休計劃的基本資料。公眾人士可免費查閱獲強積金豁免的職業退休計劃紀錄冊，亦可向積金局繳交相關訂明費用，查閱根據《條例》註冊或獲豁免註冊的職業退休計劃註冊紀錄冊，或申請發給註冊紀錄冊內所記載事項的核證副本。

The MPFA is required to establish and maintain a register of MPF exempted ORSO schemes and a register of ORSO schemes registered or exempted under the Ordinance, containing specified data (including personal data), pursuant to the relevant provisions of the MPFSO and the Ordinance. The MPFA is required by law to make the registers available to the public for inspection. The purpose of the registers is to enable members of the public to ascertain whether or not an ORSO Scheme has been exempted from MPF requirements and whether an ORSO scheme has been registered or exempted under the Ordinance and to obtain the basic information of the ORSO scheme. A member of the public may inspect the register of MPF exempted ORSO schemes free of charge. A member of the public may inspect the register of ORSO schemes registered or exempted under the Ordinance, or apply for a certified copy of an entry in the register, on payment to the MPFA of the respective prescribed fees.

## 查閱個人資料

### Access to Personal Data

5. 根據《私隱條例》，你有權確定積金局是否持有任何你的個人資料，並以該條例訂明的方式及在該條例訂明的規限下，要求查閱及／或改正你的個人資料。積金局有權為處理查閱資料要求而收取《私隱條例》所准許收取及並非超乎適度的費用。如有查詢，可聯絡：

香港觀塘巧明街 98 號  
The Millennity 1 座 12 樓  
強制性公積金計劃管理局  
個人資料私隱主任

You are entitled under the PDPO to ascertain whether the MPFA holds any of your personal data, and to request access to and/or correction of them, in the manner and subject to the limitations as set out in the PDPO. The MPFA has the right to charge a fee as permitted under the PDPO for processing any data access request, which fee shall not be excessive. All enquiries should be directed to:

Personal Data Privacy Officer  
Mandatory Provident Fund Schemes Authority  
Level 12, Tower 1, The Millennity  
98 How Ming Street, Kwun Tong  
Hong Kong

6. 積金局的私隱政策聲明可於積金局網站 <https://www.mpfa.org.hk/privacy-policy> 查閱。The MPFA's Privacy Policy Statement is available on the MPFA's website at <https://www.mpfa.org.hk/en/privacy-policy>.